

NOW HIRING

Technology & Facilities Manager

Mullenix & Associates · Downtown Little Rock · Full-Time

We're an established government relations firm steps from the Arkansas State Capitol, looking for a hands-on pro to keep our office, technology and events running smoothly. If you can troubleshoot a laptop, run a client video call, set up an evening reception and get a colleague to the Capitol on time, we'd love to meet you.

WHAT YOU'LL DO

- Be the go-to for staff tech (Mac, iPhone, Microsoft 365) and our liaison with our IT vendor
- Run our conference room and media studio for calls, recordings and streaming
- Set up and run AV for receptions, fundraisers and client events
- Keep the office stocked, safe and client-ready, and manage building vendors
- Drive team members to the Capitol and downtown meetings, and run errands

WHAT YOU BRING

- 2+ years in IT support, AV, facilities or office operations
- Valid driver's license, clean driving record, ability to lift 50 lbs
- Professional, discreet and flexible during legislative sessions

PAY & BENEFITS

Salary is commensurate with experience. Benefits include paid vacation and personal days, health insurance, and a 401(k).

To apply, send a cover letter and résumé to julie@lobbyarkansas.com